



Certification/Endorsement Support Documents for Educators

Requirements for the Administrator of Special Education Certificate (030)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 030, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

This certificate allows the holder to serve as administrator of special education or assistant administrator of special education.

Three-year conditional certificate requirements include:

- (1) Section A
- (2) Section B
- (3) at least five areas, including areas 1 and 2, in Section C Part I, **OR** Section C Part II

Five-year professional certificate requirements include completion of all sections below with the option in Section C of completing Part I or Part II:

NOTE: The number in () indicates the number of semester hours required.
Section A:
1. Minimum of three years of satisfactory special education teaching experience or a minimum of three years of equivalent experience in providing supportive services to special education students
2. Bachelor's degree from an accredited institution or master's degree from an accredited institution in special education or a special education supportive service; OR Completed a minimum of 36 semester hours in special education and hold a valid Maine endorsement 282 teacher of children with disabilities.
3. Master's degree from an accredited institution
4. Background check approval (CHRC) – based on fingerprints
SECTION B:
1. Federal and Maine Civil Rights and Education Laws (3)
2. Special Education Law (3)
SECTION C: Part I
1. School Finance and Budget
2. Supervision and Evaluation of Personnel
3. Organizational Theory and Planning

4. Community Relations
5. Educational Leadership
6. Instruction Leadership
7. Curriculum Development
8. Cultural Differences
9. Ethical Decision Making
SECTION C: Part II
School Leader Licensure Assessment: Test 6990 Score 151
SECTION D:
Approved internship (Choose one)
1. Completion of a graduate level state-approved administrator of special education internship program (minimum of fifteen weeks)
2. Completion of one school year as a certified assistant administrator of special education or certified out of state administrator of special education
3. Completion of a mentorship plan approved by the Maine certification office, with duration of the plan being a minimum of one academic school year.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov